

# EAGLE URBAN RENEWAL AGENCY REGULAR MEETING MINUTES

April 4, 2017

The Eagle Urban Renewal Agency welcomes public comment on all agenda items except those which specifically state, "NO PUBLIC COMMENT WILL BE TAKEN ON THIS ITEM." When public comment is not allowed, it is either because the public comment period was held and closed, or the item is an "EXECUTIVE SESSION" item subject to sole review by the agency and its representatives, or other reason as stated by the chairman.

Individuals are asked to limit their remarks to three minutes, and more time is afforded to group representatives. If you want to submit written comments on any item, please do so at least 24 hours in advance to ensure board members have time to read and consider your views. Written comments can be dropped off at Eagle City Hall and e-mails may be sent to [info@eagleurbanrenewal.org](mailto:info@eagleurbanrenewal.org).

1. **CALL TO ORDER:** Chairman Kunz called the meeting to order at 6:00 p.m.
2. **ROLL CALL:** KUNZ, RIDGEWAY, BASTIAN, PRESTON, SOELBERG. All present. A quorum is present.
3. **PLEDGE OF ALLEGIANCE:** Chairman Kunz led the Pledge of Allegiance.
4. **UNFINISHED BUSINESS:**

- A. **Discussion of agency's policy regarding a board member serving as treasurer.** Attorney Lakey discussed the by-laws regarding the secretary/treasurer position and whether a board member could serve in these positions. There was some discussion regarding this matter. Commissioner Ridgeway suggested nominating a board member to serve as treasurer for checks and balances.
- B. **Election of officers and action on corresponding Resolution 17-001.** Chairman Kunz opened the floor for nominations for chairman. Commissioner Bastian made a motion that Jeff Kunz be chairman until the agency transition takes place. Seconded by Commissioners Ridgeway and Soelberg. ALL AYES; MOTION CARRIES...

The floor was opened for nominations for vice-chairman. Commissioner Ridgeway made a motion to nominate Stan Bastian for vice-chairman. Seconded by Commissioner Preston. ALL AYES; MOTION CARRIES...

The floor was opened for nominations for treasurer. Commissioner Bastian made a motion to nominate Craig Soelberg for treasurer. Seconded by Commissioner Preston. ALL AYES; MOTION CARRIES...

Commissioner Ridgeway made a motion to approve Resolution 17-001, with the specifics that the following members will fill the positions as follows:

Chairman - Jeff Kunz

Vice-Chairman - Stan Bastian

Treasurer - Craig Soelberg

Secretary - Ellen Smith or another city representative will serve as secretary pursuant to the MOU.

These positions will be effective until the agency transition takes place. Seconded by Commissioner Soelberg. A roll call vote was taken: Kunz: AYE; Ridgeway: AYE; Bastian: AYE; Preston: AYE; Soelberg: AYE. ALL AYES; MOTION CARRIES...

5. **PUBLIC COMMENT:** None
6. **ADDITIONS, DELETIONS OR MODIFICATIONS TO THE AGENDA:** None

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7. **REPORTS BY BOARD MEMBERS, ATTORNEY AND SECRETARY:** Kunz will defer his report to the end of meeting.

8. **TREASURER'S REPORT:**

A. **Review of vouchers and checks.**

B. **Review of bank statement.** The checking account amount is \$540,673.11.

C. **Review of profit and loss sheet and balance sheet.** The total current assets shown on the balance sheet is \$542,160.61.

9. **APPROVAL OF MINUTES:** March 7, 2017 minutes. **Commissioner Preston made the motion to approve the March 7, 2017 minutes with minor revisions. Seconded by Commissioner Soelberg. ALL AYES; MOTION CARRIES...**

10. **NEW BUSINESS:**

A. **Consideration and possible action on amendments to the Rockbound Properties Streetscape Improvement Reimbursement Agreement.**

Mr. Tavis Reche, a member of Rockbound Properties, LLC, is working on the project. He noted that the agreement expires in June and that Rockbound Properties will not be done by then. He asked for an extension of time on the agreement and amendments to certain line items and reimbursement costs. Kunz explained the agency's upcoming transition and prior commitments. The currently-executed agreement (as amended) allows for a maximum reimbursement amount of approximately \$98,000. They are back for a second amendment for extending time and new costs of \$153,157. The board questioned the cost overruns and asked Reche for a breakdown. Reche said they could go back and re-categorize the costs. He explained that they overlooked the electrical costs in the first estimate and that excavation costs are higher because the original contractor went out of business and the new contractor estimate came in a lot higher. Discussion took place regarding the length of the time extension being sought. The board decided to ask for a better breakdown and actual bids. Preston wants to see where the increases are. Ridgeway asked to table the item and have the developer come back with some better numbers comparable to the ones in the agreement's exhibit. Discussion ensued regarding tabling the item and bringing back some more detailed costs. **Commissioner Ridgeway made a motion to table this item and to have Mr. Reche provide better cost analysis of the bids and a new presentation of the project, including a firm timeline extension, so the new board members have a better understanding of the project. Seconded by Commissioner Soelberg.** Bastian asked if the agency could request the information that went out to contractors and the contractors' bids and responses for the reimbursable streetscape improvements. Attorney Lakey indicated the agency could request such information if the owner is willing to share it. **ALL AYES; MOTION CARRIES...** Attorney Lakey suggested maybe putting together an application form for the process and criteria for future developers.

B. **Review of reimbursable public improvements and related costs associated with East End Marketplace, presented by John Rennison.**

The agency currently has an owner participation agreement with Pacific West Communities et al. for East End Marketplace, Eagle Lakes and Edgewood Crossing for certain public improvements that span multiple years. The estimated project costs exceed \$1 million. The reimbursable public improvements will be reimbursed from 75% of incremental property tax revenues received by the agency annually from these properties, provided the reimbursement timeframe does not exceed the life of the agency. Given the reimbursement amount, the agency requested that the owner participation agreement show the estimated year-by-year assessed property values (with improvements) and reimbursement public improvement costs. As part of that process and agreement, the owner is required to come before the

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board and make a proposal as to final costs and other information before they can proceed with construction. Mr. John Rennison, with Rennison Engineering, is here in that capacity. Rennison stated that they are experiencing the same problems as the last developer because contractors are busy. Consequently, they are having a hard time getting good bid coverage for all of the public improvements they are seeking reimbursement for. He stated that he was not prepared to give the board the complete breakdown during this meeting. The agency agreed they would be willing to have a special meeting if it became necessary. Kunz suggested to Rennison that it might be helpful to put together a high-level presentation (similar to the one presented when the agency first approved the agreement one-and-a-half years ago) for the benefit of the new board members. Attorney Lakey noted the agreement refers to high level as here is what is going on and then a potential presentation of the more detailed plans, similar to what is being submitted to the city. He observed the agency does have the opportunity to review those things as part of this process and suggested that the board give Rennison some direction on what kinds of detail they would like to see in construction drawings and plans. For the next meeting, Bastian asked for an itemized list of what is being constructed and what the costs are – not necessarily detailed plans, but a list of items subject to reimbursement as well as the line item costs and total costs.

C. **Discussion of agency's policy regarding acquisition and use of credit cards for official business.**

Chairman Kunz explained that the agency maintains online subscriptions that require a credit card for billing purposes. Up to this point, agency members have charged certain agency expenditures to their personal credit cards and then sought reimbursement. He checked with the bank regarding issuance of an agency credit card. Bank representatives indicated a credit card could be issued to individual agency members – each credit card could have an individual credit limit. **Commissioner Soelberg made a motion that the agency have one credit card issued in the secretary's name and linked to its checking account to get the online subscriptions and other things paid for with an agency credit card and that the credit card shall be used strictly for agency business, rather than continuing to use personal credit cards and seeking reimbursement for whoever is involved.** Bastian stated he is in favor if the proper documentation is provided for auditing purposes. The agency will apply for a single credit card in the secretary's name with a credit limit not to exceed \$1500.00. The credit card shall be used only for official agency business, such as online subscriptions, that cannot be invoiced through postal mail and that require a credit card in order to maintain and renew the subscription and like-minded transactions. All receipts shall be required to be attached to the monthly credit card statement and shall be provided to the treasurer for review. **Seconded by Commissioner Preston. A roll call vote was taken: Kunz: AYE; Ridgeway: AYE; Bastian: AYE; Preston: AYE; Soelberg: AYE. ALL AYES; MOTION CARRIES...**

D. **Discussion of next steps regarding professional services agreement for development of a preliminary SWOT analysis and prioritized project list.**

The consultant hired for this project asked what the agency wants to do regarding the SWOT analysis and project list. The consultant indicated that she is in the process of negotiating a contract with the city for a strategic planning session. A question arose as to the relationship between the strategic planning session going on at the city level and the planning that the agency is doing. Bastian suggested the agency wait until the new board is organized to determine whether the agency should move forward with the analysis and whatever activities would be required and that this effort could be undertaken in conjunction with the city. No more work will be undertaken on the development of a preliminary SWOT analysis and prioritized project list until the city has made a decision on the agency's transition and the city's strategic planning session.

11. **EXECUTIVE SESSION: NO PUBLIC COMMENT WILL BE TAKEN ON THIS ITEM.**

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**I.C. §74-206(1)(c):** To acquire an interest in real property which is not owned by a public agency; **and (f):** To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement. **Commissioner Bastian made a motion to enter into executive session as per I.C. §74-206(1)(c) and (f). Seconded by Commission Ridgeway. A roll call vote was taken: Kunz: AYE; Ridgeway: AYE; Bastian: AYE; Preston: AYE; Soelberg: AYE. ALL AYES; MOTION CARRIES...**

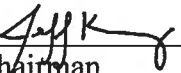
The board entered the executive session at 7:47 p.m.


The board discussed acquisition of an interest in real property not owned by a public agency and communicated with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

The board exited the executive session at 8:01 p.m.

12. **ADJOURNMENT:** The meeting adjourned by unanimous consent at 8:01 p.m.

APPROVED:

  
Chairman

  
Secretary